



CITY OF COLLEGE STATION
HUMAN RESOURCES
POST OFFICE BOX 9960 1101 TEXAS AVENUE
COLLEGE STATION, TEXAS 77842-9960
TELEPHONE: (979)764-3517 FAX: (979)764-3800
www.ci.college-station.tx.us/jobline/cstx.htm

City of College Station Employment Information Page

An Equal Opportunity Employer

Thank you for your interest in employment with the City of College Station. The City of College Station is an equal opportunity employer and does not discriminate in employment practices based on race, color, sex, religion, national origin, age, or disability. Reasonable accommodation for persons with disabilities will be made upon request. Please provide at least 48 hours advance notice.

Information For Applicants (Please Read Carefully)

- The City of College Station requires all individuals who wish to be considered for employment to **complete and sign a City of College Station Employment Application Form**. If the application is submitted online, it must be signed by the applicant either at the interview or at the time of job offer. A resume may be attached to the application but not substituted for the application. Incomplete applications will not be processed.
- Completed applications **must** be received in the Human Resources Office by 5:00 p.m. on the date of the deadline to apply. Application forms postmarked by the date of the deadline to apply will be accepted.
- The application form and all attachments become the official property of the City of College Station. Any questions, concerns, and/or complaints regarding the application process should be directed to the Human Resources Department.
- The process takes a **minimum** of 2-3 weeks from the date of the deadline to apply; however, some positions may take longer. The Hiring Department will contact applicants selected for interviews and will make the final hiring decision.
- For information concerning the status of your application, please call Human Resources at 979-764-3517.
- All information on the application form and/or attached resume is subject to verification by the Hiring Department and/or Human Resources Department. As a condition of employment, applicants will be subject to a criminal background check, medical examination (for certain positions), drug test, and verification/review of driver's license record. Applicants refusing to cooperate, failing to show up for a scheduled appointments and/or failing to successfully pass required tests will be disqualified for consideration of employment with the City of College Station for a one (1) year period.

CITY OF COLLEGE STATION

Voluntary Disclosure Statement

NAME _____ SS# _____

The City of College Station is an Equal Opportunity Employer and does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability. You are invited to complete the following information to assist us in complying with federal record keeping requirements. Your response shall remain confidential, will be kept separately from your application, and shall in no way affect a decision regarding your employment.

AGE: ____ Under 40 ____ Over 40 SEX: ____ Male ____ Female

RACE/ETHNIC IDENTIFICATION

- ____ White Includes persons having origins in any of the original peoples of Europe, North Africa, or Middle East.
- ____ Black Includes persons having origins in any of the black racial groups of Africa.
- ____ Hispanic Includes persons of Mexican, Puerto Rican, Cuban, Central, or South American, or their Spanish culture or origin, regardless of race.
- ____ Asian or Pacific Islander Includes persons having origins in any of the original peoples of the Far East, Southeast, Asian, the Indian Subcontinent, or the Pacific Islands. This area includes: China, Japan, Korea, The Philippine Islands, and Samoa.
- ____ American Indian Or Alaska Native Includes persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

VETERAN STATUS

- ____ None (includes those with insufficient military service to qualify for Veteran Status)
- ____ Non-Disabled Vietnam-era Veteran
- ____ Non-Disabled Veteran other than Vietnam Conflict
- ____ Disabled Vietnam-era Veteran
- ____ Disabled Veteran

AMERICAN WITH DISABILITIES ACT (ADA) STATUS

Do you have a disability under ADA? ____ Yes ____ No

Disabled means (1) physical or mental impairment that substantially limits one or more life activities, (2) record of such an impairment, or (3) regarded as having such an impairment.

SOURCE OF REFERRAL

How did you find out about us/this position?

- ☐ Walk-in ☐ City Employee ☐ Job Line ☐ Cable Television ☐ Internet Web Page
- ☐ Radio _____ ☐ Professional Journal _____
- ☐ Newspaper _____ ☐ Recruiting Drive _____
- ☐ Job Fair _____ ☐ Other _____



City of College Station, Texas

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Specific position applying for: _____ Desired Salary: _____

Additional positions applying for: _____

Are you seeking: ☐ Full-time ☐ Part-time ☐ Temporary/Seasonal employment? Date available for work: _____

Last Name First Name Middle Name Social Security Number

Present Street Address City State Zip Code

Home Telephone Work Telephone E-Mail (optional)

If under 18 years of age, can you provide required proof of your eligibility to work? Yes ☐ No ☐

Are you legally eligible to work in the U.S.? (Verification will be required upon hire) Yes ☐ No ☐

Have you ever served in the Armed Forces? Yes ☐ No ☐ Date of Service: _____ to _____

Type of Discharge: _____

Are you currently a City employee? Yes ☐ No ☐ If yes, list the department and position: _____

Have you ever been employed by the City? Yes ☐ No ☐ If yes, list the department(s) and dates below:

Department	Position	From	To

Are you related by blood or marriage to any current City of College Station employee or current Council member?

Yes ☐ No ☐ If yes, please provide the following information:

Name	Relationship	Department/Position

Have you been convicted of a DUI or DWI within the past 3 years? Yes ☐ No ☐

Is your license presently restricted, suspended or revoked? Yes ☐ No ☐

If yes, give the reason: _____ date it began _____, and date ended (or will end) _____

Do you have charges pending or have you admitted guilt or been found guilty, including Deferred Adjudication, of committing a felony or Class A or B misdemeanor? Note: Include offenses for which probation was granted, exclude minor traffic violations, but include DUI/DWI. Yes ☐ No ☐ If yes, explain in the space provided.

Date	Offense	County & State of Offense	Disposition

IMPORTANT! A conviction or deferred adjudication record will not be an absolute to bar employment. Factors such as nature of offense, date and relationship between offense and the position for which you are applying will be considered. **However, a false statement or omission of any information will bar employment.**

EDUCATION

List Name and Address of Schools: High School or GED: _____ _____ College or University: _____ _____ Subjects Studied: _____ _____ _____ Vocational or Technical: _____ _____ Subjects Studied: _____ _____ _____	Number of Years Completed	Diploma/ Degree/ Certificate
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JOB RELATED SKILLS AND/OR LICENSES AND CERTIFICATIONS

What skills or additional training do you have that are related to the job for which you are applying?

Typing (wpm) _____ Ten-key by touch _____
 Computer software _____
 Heavy equipment _____
 Technical/Skilled craft (mechanic, electrician, engineering, etc.) _____
 Maintenance skills (painting, custodial, grounds, etc.) _____
 Supervisory/Management Skills _____
 Customer Service/Interpersonal Relations _____
 Other special skills _____

Bilingual Skills

<u>Language</u>	<u>Speak</u>	<u>Read</u>	<u>Write</u>
_____	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair
_____	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair
_____	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<input type="checkbox"/> Fluent <input type="checkbox"/> Good <input type="checkbox"/> Fair

NOTE: Applicants may be required to provide copies of licenses and certifications.

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.)

Driver's License Number _____ License issued by the State of: _____

What type of license do you have? Commercial (CDL) Class ☐ A ☐ B ☐ C **or** Operators Class ☐ A ☐ B ☐ C

EMPLOYMENT HISTORY

List names of employers in consecutive order with present or last employer listed first.

Name of Employer	Supervisor(s) Name/Title
Address	Employed From (mo/yr) / To (mo/yr) /
City, State, Zip Code	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone	
Position Title	Reason for Leaving
Job Duties	
What did/do you like the most about this position? _____, the least? _____	

Name of Employer	Supervisor(s) Name/Title
Address	Employed From (mo/yr) / To (mo/yr) /
City, State, Zip Code	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone	
Position Title	Reason for Leaving
Job Duties	
What did/do you like the most about this position? _____, the least? _____	

Name of Employer	Supervisor(s) Name/Title
Address	Employed From (mo/yr) / To (mo/yr) /
City, State, Zip Code	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone	
Position Title	Reason for Leaving
Job Duties	
What did/do you like the most about this position? _____, the least? _____	

Comments: Include explanation of any gaps in employment: _____

Have you ever been discharged from any employment or asked to resign in lieu of discharge? Yes ☐ No ☐

If yes, specify the circumstances: _____

Have you worked or attended school under any other names? Yes ☐ No ☐

If yes, give names: _____

EMPLOYMENT, PROFESSIONAL, AND/OR ACADEMIC REFERENCES

Name	Address	Telephone	Type of Acquaintance	Years Known

SOURCE OF REFERRAL

How did you find out about us/this position?

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- ☐ Newspaper _____ ☐ Radio _____
- ☐ Professional Journal _____ ☐ Job Fair _____
- ☐ Recruiting Drive _____ ☐ Other _____

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

By my signature below, I certify, authorize or acknowledge:

That all the information provided by me in connection with my application, whether on this document or on any attachment, is complete, true and correct. I know the City will rely upon this information in making a decision to hire me. Consequently, I further understand that any misstatement, falsification, or omission of information will void my application and prevent any further processing. If the City obtains such information after I am hired, I will be subject to termination from my employment with the City.

For the purpose of verification, any persons, organizations, and educational institutions listed on this application or any attachment may give any and all requested information concerning my previous employment, education, experience or other information to the City.

That as a condition of employment with the City, I must successfully pass a thorough background investigation, which may include a criminal history check, driving record verification, etc.

That as a condition of employment with the City, I may be required to submit to a medical examination and/or drug test by a physician or laboratory selected by and at the expense of the City at such time as is required.

That any offer of employment with the City of College Station is at-will and does not constitute a promise or guarantee that my employment will continue for any specified period of time.

That any employment offer will be at the continuing discretion of the department directors, division managers and supervisors concerned. I am aware that this application and all attachments will become the property of the City and will become a part of my personnel file if I am accepted for employment.

That if employed, I must successfully complete an introductory period of employment.

Signature: _____ Date: _____

Please submit completed application in person, online, or by fax to:

City of College Station
Human Resources Department
1101 Texas Ave.
College Station, TX 77842

Online: www.ci.college-station.tx.us/jobline/cstx.htm
Fax: (979) 764-3800